



MEDICAL SECRETARY,  
CORRECTIONAL INSTITUTION  
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) to:

**By mail with:** **or** **In person with:**  
**Department of Corrections and Rehabilitation** **Department of Corrections and Rehabilitation**  
**Selection Services Section** **Selection Services Section**  
**P.O. Box 942883** **1515 “S” Street, Room 522-N**  
**Sacramento, CA 94283-0001** **Sacramento, CA 95811-7243**  
**(916) 322-2545** **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY Applicants interested in employment at San Quentin State Prison may file their application by mail or apply in person at the below address between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 454-1460 ext. 6395.

**San Quentin State Prison**  
**Attn: Delegated Testing Officer**  
**San Quentin, CA 94964**

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited as well as cell phones.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted and processed continuously. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) As of September 1, 2007:  
**\$2,894.00 - \$3,516.00 per month**

- BENEFITS
- Evening and Night Shift Differential Pay: (Evening Shift: \$0.40 Per Hour - Night Shift: \$0.50 Per Hour)
  - Deferred Compensation Plans (Savings pool, 401k and 457 plan)
  - \$100 monthly Bilingual Differential Pay
  - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
  - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
  - Flexible work hours (Management discretion)
  - Pre-tax parking (Where applicable)
  - Fourteen (14) paid holidays
  - Generous paid vacation/sick leave or annual leave
  - Jury duty/military/bereavement leave
  - Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
  - Pre-retirement death benefit
  - Dependent Care Program
  - Long Term Insurance (CalPERS)
  - Home Loan Program (CalPERS)
  - Legal Services
  - Employee Assistance Program

MINIMUM QUALIFICATIONS Either I  
In California state service, one year of experience performing the duties of a Medical Transcriber or Medical Stenographer.

Or II

Three years of experience in typing and clerical work, at least two years of which shall have been in work of a medical nature requiring the transcription of dictation from a dictating machine on medical matters and the preparation of a wide variety of medical records, reports, histories, case summaries, physical examinations, autopsy protocols, clinical notes, correspondence and special forms.

[Academic education above the 12th grade may be substituted for the year of required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.]

EXAMINATION PLAN	This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.
ELIGIBLE LIST INFORMATION	The resulting eligible lists will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<p>The <b>Medical Secretary, Correctional Institution</b> under general direction, serves in a secretarial capacity to a chief medical officer, or the head of a medical specialty to transcribe difficult medical dictation using a wide variety of technical medical terms, abbreviations, and reports; and does other related work.</p> <p>Positions exist at various institutions located throughout the state within the Department of Corrections and Rehabilitation.</p>
VETERAN'S POINTS/ CAREER CREDITS	Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at [www.spb.ca.gov](http://www.spb.ca.gov).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS  
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